



CONFIDENTIAL

12 August 1949

25X1A

Adm. memos  
File

REFERENCE: Administrative Instruction No. [REDACTED]

Under INSPECTION AND SECURITY, on the three separate lists

25X1A

maintained with reference to Administrative Instruction

25X1A

[REDACTED] delete the name of [REDACTED] and substitute

25X1A

therefor the name of [REDACTED] has

25X1A

been authorized to sign administrative requests as outlined

in Administrative Instruction No. [REDACTED]

25X1A

[REDACTED]  
Acting Deputy Services Officer

CONFIDENTIAL

Security memos  
File

STATINTL

**RESTRICTED**

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

**ADMINISTRATIVE INSTRUCTION**

8 March 1948

SUBJECT: Administrative Controls of Requests Resulting in  
Financial Obligations.

(This rescinds Administrative Instruction [REDACTED] dated  
22 January 1948.)

STATINTL

1. Assistant Directors and Staff Chiefs are authorized to initiate, within established policies, requests for administrative actions performed for them by A&M branches which result in financial obligations. This authority may be delegated to such additional individuals as may be necessary for good administrative practices.

2. The names of persons authorized to sign the following types of administrative requests will be forwarded by Assistant Directors and Staff Chiefs to the individuals indicated below:

a. Chief, Services Branch, A&M

- (1) Requests for transportation of equipment and supplies.
- (2) Requests for expendable and non-expendable office equipment and supplies, building alterations and repairs, and general services.
- (3) Requests for reproduction and printing (including printing to be done by the Government Printing Office.)

(Reproduction requisitions for forms and form letters, forwarded through the Management Branch for approval, will continue to bear the signatures of Administrative Officers.)

b. Chief, Personnel Branch, A&M

- (1) Requests for personnel actions.

3. The appropriate A&M official will be promptly notified when changes are made in personnel authorized to initiate requests for administrative actions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE [REDACTED]

STATINTL

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Executive for  
Administration and Management

DISTRIBUTION: A  
(5277)

**RESTRICTED**  
CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

STATINTL

*Rescinded*

ADMINISTRATIVE INSTRUCTION

22 January 1948

1/22/48

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for  
Administration and Management

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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FOR THE DIRECTOR OF CENTRAL

[REDACTED]

STATINTL

DISTRIBUTION: A  
(5277)

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Executive for  
Administration and Management

Chief, Services Branch, A&M

12 May 1948

Chief, Management Branch, A&M

Proposed Amendment to Administrative Instruction [REDACTED] dated  
22 January 1948

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1. Since existing Administrative Instructions contain the information presented in your proposed amendment to Administrative Instruction [REDACTED] it does not appear necessary to issue the proposed amendment.

2. The subject of the proposed amendment will be brought up at the next Administrative Officers' meeting. In this manner you can point out to the group the need for consulting existing Administrative Instructions and the need for having responsible officers initiate appropriate requests for the services desired.

3. If you feel that this action will not meet your needs, I shall be happy to discuss the problem further with you.

RMH:mgd

[REDACTED]  
25X1A

[REDACTED] chrono

Subj. file ✓

25X1A

*Office Memorandum* • UNITED STATES GOVERNMENT

25X1A TO : Bob DATE: 10 May 1948

25X1A FROM : [REDACTED]

SUBJECT: Admin. Inst. [REDACTED]

25X1A Talked to [REDACTED] and he states that  
 25X1A some offices have interpreted [REDACTED] to mean a  
 25X1A ~~revision~~ accession of [REDACTED] which outlines procedure  
 for making request for supplies equipment, etc. It  
 seems to me that we need a "savings" FF in

25X1A I would suggest that we amend  
 [REDACTED] by adding the following FF:  
 "4. Administrative instructions which  
 outline procedures to be employed in (over)

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION  
[REDACTED]

27 April 1948

25X1A

SUBJECT: Administrative Controls of Requests Resulting in  
Financial Obligations

(This Administrative Instruction amends CIA Administrative  
Instruction [REDACTED] dated 22 January 1948.)

1. Reference is made to Administrative Instruction [REDACTED], dated  
8 March 1948, Subject: "Administrative Controls of Requests Resulting in  
Financial Obligations."

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2. In accordance with existant policy all requests for expendable  
or non-expendable supplies and equipment, building alterations, repairs,  
and general services, whether or not said requests result in financial  
obligations, will be initiated by Responsible and Property Officers.

3. Requests which result in financial obligations will not be approved  
by the authorized individual unless such requests are initiated by designated  
Responsible and Property Officers within their jurisdiction.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
Executive for  
Administration and Management

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DRAFT  
21 January 1948CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

25X1A

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

DATE

22 Jan 48SUBJECT: Administrative Controls of Requests Resulting in  
Financial Obligations.

1. Assistant Directors and Staff Chiefs are authorized to initiate, <sup>within established policies,</sup> requests for administrative actions performed for them by A&M branches which result in <sup>financial</sup> obligations. This authority may be ~~re~~delegated to such additional individuals as may be necessary for good administrative practices.

2. Memoranda will be forwarded by Assistant Directors <sup>and Staff Chiefs</sup> to the ~~Chief~~ <sup>Chief, individuals</sup> indicated below, listing the names of persons authorized to sign the following types of administrative requests:

(1) Requests for transportation of personnel, equipment and supplies.

Chief, Transportation Division,  
Services Branch

(2) Requests for expendable and non-expendable office equipment and supplies, building alterations and repairs, and general services.

~~Chief, Supply Division, Ser-~~  
~~vices Branch~~

(3) Requests for reproduction and printing (including printing to be done by the Government Printing Office.)

~~Chief, Reproduction Division,~~  
~~Services Branch~~

(Reproduction requisitions for forms and form letters, forwarded through the Management Branch for approval, will continue to bear the signatures of Administrative Officers.)


(4) Requests for personnel actions. Chief, Personnel Branch

- 2 -

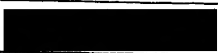


3. The appropriate ~~Chief in A&M~~<sup>official</sup> will be promptly notified when changes are made in personnel authorized to initiate requests for administrative actions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

  
Executive for  
Administration and Management

25X1A

<b>TRANSMITTAL SLIP</b>		
24 November 1947 DATE		
TO: EXECUTIVE FOR A & M THRU: ACTING CHIEF, MANAGEMENT BR.		
BUILDING		ROOM NO. 7126
<b>REMARKS:</b> <p>The attached proposed Administrative Instruction was prepared at your request at the Administrative Officers' meeting in the month of October. It is believed that probably this order should include administrative authority for requesting personnel actions and, also, requests for additional funds which are required by the various Offices and Branches. However, the attached order adequately covers Services Branch requirements.</p> <p><i>Call</i>  <i>staff meeting</i></p>		
FROM: CHIEF, SERVICES BRANCH 		
BUILDING	North	ROOM NO. 200 EXTENSION 785
FORM NO. 36-8 SEP 1946 (1299)		

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ZyA

DRAFTCENTRAL INTELLIGENCE AGENCY  
Washington, D. C.ADMINISTRATIVE INSTRUCTION  
NUMBER [REDACTED]

20 November 1947

25X1A

SUBJECT: Administrative Control of Expenditures

1. Assistant Directors are hereby authorized to initiate requests for administrative action to the several administrative activities of A & M.

2. Assistant Directors are also authorized to redelegate such administrative authority as they deem necessary and in keeping with good administrative practices in the activities under their jurisdiction.

3. Therefore, memorandums should be forwarded to the Chiefs of Branches as indicated below, listing the names and titles of persons authorized to sign such administrative requests:

Requests for transportation of personnel and supplies and equipment	rd	Chief, Transportation Division Services Branch
---	----	--

Requisitions for expendable and non-expendable office supplies and equipment, building alterations and repairs, and general services	TS	Chief, Supply Division Services Branch
--	----	--

Requisitions for reproduction and printing (including printing to be done by Government Printing Office)	TO	Chief, Reproduction Division Services Branch
--	----	--

4. Requests for administrative actions which ~~are signed by other~~ *not be* ~~than those individuals authorized by Assistant Directors will not be honored~~ *be signed by them* by activities of the Services Branch.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
Executive for  
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: A


25X1A

*With Admin  
instr. covering  
all personnel  
(over)*

*Edcc.  
Assured with [REDACTED] being up  
question of delegation of authority at  
next staff meeting. Rmtt*

23 Dec. 1947

25X1A

 — B & F. has no problem in connection with this. Primary emphasis is Services - if contractors properly initiated B & F just pays.  
Rmtt

STANDARD FORM NO. 64

ER-7313

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Branch

DATE: 23 December 1947


FROM : Assistant Chief, Budget and Finance Branch

SUBJECT: Authorities for Issuance of Documents Resulting in Obligations

In response to your telephone inquiry of this date, there is attached a copy of the Fiscal Inspector's report of 24 October 1947 relative to the matter of authorizing appropriate officials to sign the various types of documents which originate in the Administrative and Operating branches and offices, and result in incurring obligations and expenditures against funds made available to this Agency. Among other reasons, this survey was made for the purpose of ascertaining that representatives of the Budget and Finance Branch, including Certifying Officers, were being given reasonably adequate protection in the acceptance of the various types of obligation documents.

While the attached report was submitted on 24 October 1947, it is believed that the information set forth therein is sufficiently accurate and current to suffice for your immediate purposes. In this regard attention is directed to Paragraph 3 relative to Interagency agreements. As indicated to you by the undersigned, the greater majority of Interagency agreements which are important from either a functional or fund viewpoint receive the approval of the Executive for Administration and Management, the Project Review Committee or other appropriate Agency official. In only a relatively few minor cases does the Budget and Finance Branch have occasion to actually initiate the obligation and in such instance their exists adequate authority and approval in the nature of established Tables of Organization, approved Projects, etc.

Should this office be in a position to give you further assistance in this matter, please advise.

  
Assistant Chief,  
Budget and Finance Branch

25X1A

Att.

Chief, Budget and Finance Branch

24 October 1947

Fiscal Inspector

Signature Authorities for Documents which Originate in the Branches  
and Result in Obligations

"In accordance with your suggestion there are discussed below the signature authorities for various documents which originate in the Branches and result in obligations.

1. Requisitions for property and services, whether by Form 36-7 or memorandum, require the signature of designated officials. On 1 August 1947 the Supply Division issued a memorandum to all supply personnel, which was supported by a list of Accountable and Responsible Officers authorized to sign requisitions for property. Requisitions received in the Supply Division are checked for appropriate signatures before they are processed. Requisitions bearing unauthorized signatures are returned to the issuing office. The Branches are responsible for notifying the Supply Division of any changes in individuals authorized to sign requisitions. In discussing this matter with [REDACTED], it was learned that this procedure is working satisfactorily and except for minor incidents, no difficulties are being encountered. 25X1A

2. In connection with requests for personnel actions, it was learned from Mr. William Kelly that the signature of authorized individuals is required before they are processed. Although Administrative Instruction [REDACTED] (CIG Administrative Order [REDACTED]) does not stipulate who may sign such requests, it is understood that the Branches are required to notify the Personnel Branch, in writing, of the individuals authorized to sign requests for personnel actions. 25X1A

3. Letters which originate in the Branches and result in Inter-Agency Agreements generally require the signature or concurrence of the Branch Chief. This is especially true in connection with agreements which require participation by this Branch or the Services Branch.

4. The signatures on Requests for Travel Orders are being checked, however, a system whereby only designated individuals may sign has not been established. Generally, the signature of the Branch Chief or Administrative Officer is accepted even though Administrative Instruction [REDACTED] (CIG Administrative Order [REDACTED]) provides for signature of "Office or Branch Chief". In discussing this matter with [REDACTED] ORE, he pointed out that "Office or Branch Chief" was not exactly suited to ORE since they prefer to have all requests approved at a focal point. [REDACTED] both favored the suggestion that individuals authorized to approve travel requests be designated in writing and that only their signatures be accepted. 25X1A

25X1A

Continued

-2-

5. The situation regarding requests for cargo shipments is similar to that of travel requests, wherein the signature of the Branch Chief or Administrative Officer is accepted. [REDACTED] Transportation, OSO, favored the suggestion of having written designations for officials who may approve requests for cargo shipments.

6. Generally, this Branch does not establish obligations on the basis of documents issued and signed by the various operating Branches, except perhaps in connection with Inter-Agency Agreements. The documents used by this Branch to establish obligations usually contain the signature of an authorized individual in the Services or Personnel Branch.

7. It is suggested that a system be established whereby written designations will be required for individuals authorized to sign travel requests and requests for cargo shipments. The extreme of signature cards should be avoided. It should also be pointed out that the Branches should issue internal instructions, so that documents which require the approval of the Administrative Officer or other officials will be routed in such a manner.

25X1A

[REDACTED]  
Fiscal Inspector